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N E W S

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L E T T E R



January 1995

State Occupational Information Coordinating Committee
Career Information System

CIS For Windows Release Announced



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MONTANA

State Occupational Information
Coordinating Committee
Career Information System

P.O. Box 1728
Helena, MT 59624

CIS for Windows

After years of product research and development, MCIS is proud to announce the forthcoming release of an entirely new version of its Micro-CIS program -- CIS for Windows. Micro-CIS was initially developed to work on the mainframe computers of the 70's. It is text-based, requiring typing and looking up numbers in user handbooks. That is soon to be a thing of the past. CIS for Windows takes full advantage of the GUI (graphical user interface) and "point-and-click" operation associated with the popular Windows® operating environment.

Participants at recent training workshops had the opportunity to preview this new system and were most impressed by the speed and ease of use that the new environment affords especially the ability to "jump" from one program component to another without having to exit back to a menu. For example, users can look-up information on a specific occupation, jump to the appropriate program of study, learn that a local college offers that program and open that college's school file, all with a few mouse clicks. During this entire procedure, no numbers need to be looked up and no "keyboarding" is required.

It is anticipated that a "beta" test version will be distributed to select sites this spring and full distribution to all sites that order CIS for Windows will commence in September 1995.

Job WORKS

Now available: Job WORKS, the new interactive job search and resume writing software from MCIS! More than a resume writer, Job WORKS is designed as a learning tool, combining information with interactive components to create a broad understanding of the job search process. With Job WORKS, users can

- ▶ plan out a job strategy
- ▶ organize personal information
- ▶ complete a resume
- ▶ prepare for a job interview

Users gather all their personal information and education, military and employment history in an Information Data Sheet. With Job WORKS, they can select one or all five resume styles best suited for the type of position they are applying for. Job WORKS even allows for customizing each resume, or, if more editing techniques are desired, importing the resume files into a word processing software for formatting.

The one-time fee for Job WORKS is \$150.00, which includes a software site license and Job WORKS Coordinator's Guide.

Dates to Mark:

Career Planning Portfolio Workshops

Last year, Polson School District #23 (Grades 5-12) was one of eight national demonstration sites for the Career Development Portfolio Project "Get a Life" sponsored by the National Occupational Information Coordinating Committee (NOICC). Now in their second year of implementation, district educators are sharing what they've learned through a series of workshops around the state.

Teachers, counselors and administrators are encouraged to attend the workshops because successful implementation requires an interdisciplinary approach. The "Get a Life" portfolio is a sequential planning guide that helps students track their education and career development from middle school through high school. The portfolio helps students relate their educational experiences to future career plans and enhances the transition from school to work.

Workshop Locations & Dates

Havre	Jan. 26
Great Falls	Jan. 27
Miles City	Feb. 9
Billings	Feb. 10
Polson	Mar. 9

The workshops will cover future trends, the SCANS report, implementation strategies, portfolio activities/units, career clustering and a district plan of action. There is a \$10 registration fee per person for the workshop. For registrations or program information, call Sherry Jones, Workshop Coordinator, at (406) 883-6350.

FALL WORKSHOPS

Every fall, we schedule user training workshops throughout Montana. It is our goal to provide quality training for new and experienced MCIS users at a minimum of cost and inconvenience to the workshop participants. This year we conducted day-long training sessions in 15 communities from Troy to Plentywood and most places in between. While we logged over 6,500 miles traversing the state, no participant had to drive more than 75 miles one way to avail themselves of this training. More than 120 new and experienced users took advantage of this opportunity.

The workshops provided in-depth "How-To" training for Micro-CIS as well as "hands-on" training for the recently released Micro-SKILLS program. The hands-on experience with Micro-SKILLS was one of the most popular components of the workshops. Counselors of all types spent over an hour learning how this skills inventory and analysis could provide personal insights and succinct career guidance.

In addition to the normal training sessions, the 1994 Fall Workshops added a new item: PARENTS NIGHT. Over 75 parents of students from several Montana high schools accepted our invitation to attend a special evening sessions. These parents were very enthusiastic about the Micro-CIS program and impressed by the power they felt by having so much current information about occupations, schools and scholarships so readily available.

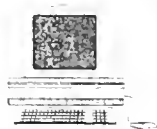
Prep/School-to-Work State Conference: Making the 1995 Tech Connection....

Make your connection with the Montana 1995 Tech Prep/School-to-Work State Conference in Butte on March 29-31. The conference's featured speaker will be Dr. Dale Parnell, author of *The Neglected Majority*. Dr. Parnell's 1985 proposal to establish a tech prep/associate degree program between high schools and community colleges has gone from an original idea to a federally funded program.

Other speakers and breakout sessions will look at making connections between education and business, teachers and subject areas, secondary and postsecondary institutions, classrooms and work, schools and parents, students and counselors, and tech prep and school-to-work. The conference's focus on the newest activities in Tech Prep/School-to-Work with emphasis on practicality is designed to help participants make their own connections between ideas and local implementation.

Save \$40 by registering early. The conference preregistration fee (due March 1, 1995) is \$85.00. On-site registration is \$125.00. The Copper King Inn and Conference Center is reserving a block of room at the special conference rate of \$30 (single) until March 15, 1995.

For registration forms or additional information, contact Ray Haffey, Co-Chairman, Tech Prep Connections, PO Box 1281, Anaconda, MT 59711 or call (406) 563-5269.



What Is A "Skill"?

Micro-SKILLS uses the following definition: *A skill is a goal-directed behavior which has been or can be strengthened through practice.* This includes three types of skills employers are looking for, self-management skills, functional skills, and specific content or job related skills. **Self-management skills** may seem to be innate and are often considered "personality traits." However, if they are goal-directed, they are considered skills. An example of this type of skill is "efficiency," which is goal-directed, can be strengthened through practice, and is clearly of value to employers.

Functional skills are another type of skill. These are skills which most of us recognize as transferable, like reading, calculating, and problem-solving. They relate to job performance and therefore it is important for an individual to know what transferable skills he or she has. If changing careers or occupations, a person must know what functional skills will transfer to the new occupation or career.

Specific content, or job-related skills are a third type of skill. This type of skill is that which is specific work for a specific job. They cannot be easily transferred from one type of occupation to another, such as operating a crane and programming a computer.

The chart below lists functional and self-management skills that employers are looking for.

Self-Management Skills		Functional Skills	
fast learner	intelligent	leadership	writing skills
mature	tactful	critical thinking	math skills
assertive	precise	anticipate problems	communication
interested in work	open-minded	interpersonal skills	decision making
positive attitude	good appearance	listening	verbal skills
self-presentation	outgoing	organize information	problem solving
self-promoting	creative	ability to analyze	ability to delegate
motivated		research	

Micro-SKILLS is a self-assessment inventory, available as an optional add-on for Micro-CIS users. Why use SKILLS? Counselors of adults have been using skills analysis since the late 1970's, and have found that this way of looking at adult career goals is very useful since it helps clarify the users' feelings about past experiences. The skills analysis process is now widely used in counseling adults and youth. Thus, an inventory that builds on this process fits smoothly into the counseling process and helps users to tie their self-analysis to relevant occupational options. To obtain this optional add-on for Micro-CIS users, call us toll-free at 1-800-633-0229.

No More Books

MCIS will no longer be producing its two publications, *Occupations* and *Programs of Study*. This means that the current 1994-95 editions will be the last ones. Two factors led to this decision: rising printing costs and the increasing number of users switching to Micro-CIS and the soon-to-be-released CIS for Windows (see related article).

We still have an inventory of the current publications. The books are \$115 each or a two-volume book set for \$195. To order, call us toll-free at 1-800-633-0229.

Welcome: New Micro-CIS sites:

Belgrade High School	Brady Public Schools
Columbia Falls High School	Columbus High School
Conrad High School	Culbertson High School
Harlowton High School	Lincoln County High School
Lincoln High School	Noxon High School
Powder River High School	Powell County High School
Sweet Grass County High School	Three Forks High School
Troy High School	Missoula Adult Education
MSU-Northern in Great Falls	Bozeman Job Service
Havre Job Service	Miles City Job Service
Thompson Falls Job Service	Anaconda Job Corps
District IX Human Resource Council, Bozeman	
Northwest Montana Human Resource Council	

New SOICC Staff:

Annette Miller has been named Information Analyst for the Montana State Occupational Information Coordinating Committee. Annette worked in the Research & Survey Section of the Research & Analysis Bureau, Department of Labor and Industry, before joining SOICC/ MCIS. Part of her previous work involved data collection for various surveys. In her new position, Annette will be responsible for updating the occupation files and the SOICC Occupational Information System.



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